



UNITED STATES
POSTAL SERVICE

September 28, 2000

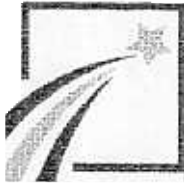
The Performance Track Information Center
c/o Industrial Economics Incorporated
2067 Massachusetts Avenue
Cambridge, MA 02140

Dear Sir:

Please find enclosed our National Environmental Achievement Track application for the Portland, Maine Processing & Distribution Center, United States Postal Service. We look forward to working with you and the EPA on this national program.

A handwritten signature in cursive script, appearing to read "Terry L. Grover".

Terry L. Grover
District Environmental Compliance Coordinator



***National
Environmental
Achievement Track***

Application Form

Portland Processing and Distribution Center

Name of facility

United States Postal Service

Name of parent company (if any)

125 Forest Ave

Street address

Street address (continued)

Portland ME 04101-9997

City/State/Zip code

Give us information about your contact person for the
National Environmental Achievement Track Program.

Name Terry Grover

Title District Environmental Compliance Coordinator

Phone (207) 871-8482

Fax (207) 772-6287

E-mail TGrover@email.usps.gov

Why do we need this information?

EPA needs background information on your facility to evaluate your application.

What do you need to do?

- Provide background information on your facility.
- Identify your environmental requirements.

Section A

Tell us about your facility.

1 What do you do or make at your facility?

The USPS Portland, ME Processing and Distribution Center (PDC) has a staff of approximately 920 employees. The facility operates 24 hours per day, 365 days per year. The PDC's primary operation involves processing, coding and distribution of Class 1, 2 and 3 letters and parcels. In fiscal year 1999, the Portland PDC processed approximately 1,820,256,000 pieces of mail. The PDC began operating at the present site in 1933. The site is comprised of 4.73 acres in an area zones as industrial. The site is covered by buildings totaling 187,135 square feet.

SIC
4311

NAICS

2 List the Standard Industrial Classification (SIC) code(s) or North American Industrial Classification System (NAICS) codes that you use to classify business at your facility.

3 Does your company meet the Small Business Administration definition of a small business for your sector?

☐ Yes ☒ No

4 How many employees (full-time equivalents) currently work at your facility?

- ☐ Fewer than 50
☐ 50-99
☐ 100-499
☐ 500-1,000
☒ More than 1,000

Section A, continued

5 Does your facility have an EPA ID number(s)?

☒ Yes

☐ No

If yes, list in the right-hand column.

ME5000000828

6 Identify the environmental requirements that apply to your facility. Use the Environmental Requirements Checklist, at the back of the instructions, as a reference. List your requirements to the right **or** enclose a completed Checklist with your application.

FEDERAL

40 CFR 60-63 Air Emissions Regs.

40 CFR 110 Discharge of Oil

40 CFR 112 Oil Pollution Prevention

40 CFR 122 NPDES Regs.

40 CFR 141 Nat'l Primary Drinking Water Standards

40 CFR 260-265 Hazardous Waste Management

40 CFR 279 Used Oil Management

40 CFR 280-281 Underground Storage Tanks

40 CFR 370-372 Haz. Chemical Release Reporting

Select Federal Executive Orders

STATE RCRA CMR 06 096

Chpt. 800-801: Hazardous Matter

Chpt. 802-855: Hazardous Waste

Chpt. 400: Solid Waste

Chpt. 530: Surface Waters Toxics Control Program

Chpt 514: Pesticide Regulations

STATE EPCRA

Chpt 13: Title 37B, MRSA, 430: Water Pollution Control Regs.

7 Check the appropriate box in the right-hand column.

☒ I've listed the requirements above.

☐ I've enclosed the Checklist with my application.

8 Optional: Is there anything else you would like to tell us about your facility?

The Portland ME PDC participated in the District's Universal Waste Recycling Program which included: used fluorescent lamps, mercury products, batteries, thermostats, thermometers, and cathode ray tubes. This program was the recent winner of the Governors Award.

Why do we need this information?

Facilities must have an operating Environmental Management System (EMS) that meets certain requirements.

What do you need to do?

- Confirm that your EMS meets the Achievement Track requirements.
- Tell us if you have completed a self-assessment or have had a third-party assessment of your EMS.

Section B

Tell us about your EMS.

1 Check **yes** if your EMS meets the requirements for each element below as defined in the instructions.

a. Environmental policy ☒ Yes

b. Planning ☒ Yes

c. Implementation and operation ☒ Yes

d. Checking and corrective action ☒ Yes

e. Management review ☒ Yes

2 Have you completed at least one EMS cycle (plan-do-check-act)? ☒ Yes

3 Did this cycle include both an EMS and a compliance audit? ☒ Yes

4 Have you completed an objective self-assessment or third-party assessment of your EMS? ☒ Yes

If yes, what method of EMS assessment did you use?

☒ Self-assessment

☐ GEMI ☒ Other

☐ CEMP USPS Northeast Area Standards which combine CEMP, ISO and USPS Quality Standards

☒ Third-party assessment

☐ ISO 14001 Certification

☒ Other see above

Why do we need this information?

Facilities must show that they are committed to improving their environmental performance. This means that you can describe past achievements and will make future commitments.

What do you need to do?

Refer to the Environmental Performance Table in the instructions to answer questions 1 and 2.



- 1 Describe your past achievements for at least two environmental aspects. If you need more space than is provided, attach copies of this page.

Note to small facilities: If you qualify as a small facility as defined in the instructions, you are required to report past achievement for at least one environmental aspect.

First aspect you've selected

Ronald Robbins 12/6/00

What aspect have you selected?	What was the previous level (2 years ago)?		What is the current level?	
Waste: Hazardous Solid Waste	Quantity 55 in FY 1992 0 in FY 1998	Units gallons	Quantity 0 in FY 2000	Units gallons
<p>i. How is the current level an improvement over the previous level?</p> <p>100 % reduction in the generation of hazardous waste paint and solvent.</p>				
<p>ii. How did you achieve this improvement?</p> <p>Modified process for mailbox maintenance, used up existing paint and order only what is needed. Also implemented procurement policy to purchase only non-hazardous paint.</p>				

Section C, continued**Second aspect you've selected**

What aspect have you selected?	What was the previous level (2 years ago)?		What is the current level?	
Materials Use: Hazardous Materials Use	Quantity 132 in FY 1992 30 in FY 1998	Units gallons	Quantity 0 in FY 2000	Units gallons

Ronald Robbins 12/6/00

i. How is the current level an improvement over the previous level?

100 % reduction in the generation of spent hazardous parts washing solvent.

ii. How did you achieve this improvement?

Modified cleaning procedure where parts washing sinks no longer needed.

- 2 Select at least four environmental aspects (no more than two from any one category) from the Environmental Performance Table in the instructions and then tell us about your future commitments. If you need more space than is provided, attach copies of this section.

Note to small facilities: If you are a small facility, you are required to make commitments for at least two environmental aspects in two different categories.

First aspect you've selected

- a. What is the aspect?
- b. Is this aspect identified as significant in your EMS?
- c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

Waste: Total Solid Waste

☒ Yes ☐ No

☒ Option A:
Absolute value

☐ Option B:
In terms of
units of production
or output

131 tons of corrugated
cardboard waste recycled
per year
(Quantity/Units)

(Quantity/Units)

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute value or in terms of units of production or output.

☒ Option A:
Absolute value

141 tons of corrugated
cardboard waste recycled
per year
(Quantity/Units)

☐ Option B:
In terms of
units of production
or output

(Quantity/Units)

e. How will you achieve this improvement?

Reduce the amount of incidental cardboard that is being disposed of as waste by capturing additional material from truckers and mailers.

Second aspect you've selected

a. What is the aspect?

Air Emissions: Emissions of Greenhouse Gases

b. Is this aspect identified as significant in your EMS?

☒ Yes ☐ No

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A:
Absolute value

(Quantity/Units)

☒ Option B:
In terms of
units of production
or output

0.53 pounds of solid
waste per sq. ft. of
building space in FY 2000
(Quantity/Units)

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A:
Absolute value

(Quantity/Units)

☒ Option B:
In terms of
units of production
or output

1.0 pounds of solid waste
per sq. ft. of building
space
(Quantity/Units)

e. How will you achieve this improvement?

Over the past several years the Portland PDC has been capturing more of it's solid waste (i.e. undeliverable standard mail and white paper) stream from the District of Maine so that it can be recycled. Recyclable third class mail that cannot be delivered is collected from PDC operations and several Post Offices in the Portland Area. The more effective the program becomes the greater the reduction in green gases generated from producing new paperstock. Calculations will be performed jointly with USEPA WasteWise staff and will be provided to EPA before January 1, 2001. *RR*

Third aspect you've selected

a. What is the aspect?

b. Is this aspect identified as significant in your EMS?

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

Waste: Total Hazardous Waste

☒ Yes ☐ No☒ Option A:
Absolute value☐ Option B:
In terms of
units of production
or output30 to 40 computer
stations/monitors
generated in FY 2000
(Quantity/Units)

(Quantity/Units)

☒ Option A:
Absolute value☐ Option B:
In terms of
units of production
or output75% recycling of
excessed computer
equipment (100 %
recycling of cathode ray
tubes)
(Quantity/Units)

(Quantity/Units)

e. How will you achieve this Improvement?

Direct excessed electronics equipment, monitors
(cathode ray tubes) etc. to approved electronics
recycling operation.**Fourth aspect you've selected**

a. What is the aspect?

b. Is this aspect identified as significant in your EMS?

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

Materials Use: Recycled/Re-Used Materials Use

☒ Yes ☐ No☒ Option A:
Absolute value☐ Option B:
In terms of
units of production
or output28,000 lbs in FY 2000
(Quantity/Units)

(Quantity/Units)

☒ Option A:
Absolute value☐ Option B:
In terms of
units of production
or output14,000 lbs (50%) will be
replaced with recycled
content paper
(Quantity/Units)

(Quantity/Units)

e. How will you achieve this Improvement?

Reductions in the amount of virgin paperstock used by the USPS will help in decreasing demand for forestry products and thus reduce the impacts this industry has on the environment. This will also help to close the loop with recycling (i.e. recycle and buy-recycled) and further reduce greenhouse gas emissions.

Why do we need this information?

Facilities must demonstrate their commitment to public outreach and performance reporting. You should have appropriate mechanisms in place to identify community concerns, to communicate with the public, and to provide information on your environmental performance.

**What do you need to do?**

- Describe your approach to public outreach.
- List three references who are familiar with your facility.

Ronald Robbins
12/6/00

- 1 How do you identify and respond to community concerns?

In regards to environmental issues, the USPS will forward any concerns from the community to the District Environmental Compliance Coordinator (DECC). The DECC will respond to these concerns via phone or mail.

- 2 How do you inform community members of important matters that affect them?

In the past, the USPS has provided the community with brochures on environmental issues, provided environmental staff to assist with educational programs and workshops offered by the MEDEP and invited community members into the facility for a hands on learning experience. As a Performance Track participant, the USPS would continue to support/educate community members on environmental issues.

- 3 How will you make the Achievement Track Annual Performance Report available to the public?

- ☐ Website www.usps.gov
☒ Newspaper
☐ Open Houses
☒ Other

Copies of brochures, progress reports and other documents can be obtained by Terry Grover at 207 871-8482 or Ron Robbins at 860 285-7197.

- 4 Are there any ongoing citizen suits against your facility? ☐ Yes ☒ No

If yes, describe briefly in the right-hand column.

5 List references below

	Organization	Name	Phone number
<i>Representative of a Community/Citizen Group</i>	Maine Buy Recycle Alliance	Suzanne Snowden	207-846-0935
<i>State/Local Regulator</i>	ME Dept. of Environmental Protection	Ron Dyer	207-287-4152
<i>Other community/local reference</i>	Great Northern Recycling	Matt New	207-345-3300

Section E

Application and Participation Statement.

On behalf of Portland Processing & Distribution Center
[my facility],

I certify that

I have read and agree to the terms and conditions, as specified in the *National Environmental Achievement Track Program Description* and in the *Application Instructions*;

I have personally examined and am familiar with the information contained in this Application (including, if attached, the Environmental Requirements Checklist). The information contained in this Application is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete, and I have no reason to believe the facility would not meet all program requirements;

My facility has an environmental management system (EMS), as defined in the Achievement Track EMS requirements, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements, in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;

My facility has conducted an objective assessment of its compliance with all applicable federal, state, tribal, and local environmental requirements, and the facility has corrected all identified instances of potential or actual noncompliance;

Based on the foregoing compliance assessment and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Achievement Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior facility manager and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is applying to this program.

Signature/Date

Joseph M. Leonti 9/28/00

Printed Name/Title

Joseph M Leonti
Lead Plant Manager
Portland PDC

Facility Name

Portland ME Processing and Distribution Center

Facility Street Address

125 Forest Ave
Portland ME 04101-9997

Facility ID Numbers

RCRA Generator No. ME5000000828

The National Environmental Performance Track is a U.S. Environmental Protection Agency program. Please direct inquiries to 1-888-339-PTRK or e-mail ptrack@indecon.com. Mail completed applications to:

The Performance Track Information Center
c/o Industrial Economics Incorporated
2067 Massachusetts Avenue
Cambridge, MA 02140